



**King County**  
**SUPERVISOR OF TRANSIT ROUTE FACILITIES**  
**DEPARTMENT OF TRANSPORTATION**  
**TRANSIT DIVISION/ROUTE FACILITIES SECTION**  
Annual Salary Range \$74,838 – \$90,473  
Job Announcement: 05RC5461  
OPEN: 9/7/05 CLOSE: 10/7/05

**WHO MAY APPLY:** This position is open to the general public.

**WHERE TO APPLY:** Required forms and materials must be sent to: **201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to **Career and Employment Center** at 201 S. Jackson Street. Applications materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Ralph Cady at (206) 263-4782 or via email at ralph.cady@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time specified above will not be processed.

**FORMS AND MATERIALS REQUIRED:** A King County application form and data sheet, résumé, and a letter of interest describing your interest in the position and how you meet or exceed the requirements are required.

**WORK LOCATION:** King Street Center, 201 S Jackson Street, Seattle, WA.

**WORK SCHEDULE:** The workweek is normally 8:00 a.m. – 5:00 p.m. Monday through Friday, with occasional evening or weekend time required. This position is exempt from the provisions of the Fair Labor Standards Act, and therefore is not overtime eligible.

**PRIMARY JOB DUTIES INCLUDE:**

- Supervise a work unit of about fourteen staff responsible for developing and implementing transit passenger facilities at a system of 10,000 bus stops throughout the system, including shelters, lighting, ADA accommodations, public art, layover facilities, and street improvements in and around the bus stops.
- Develop and manage a system of bus layovers to support the transit system, including on-street as well as off-street facilities.
- Supervise the planning, implementation, and ongoing operation of passenger related facilities, including but not limited to the following: siting of new facilities; modifications to existing facilities; development of interagency agreements; development and evaluation of joint use/joint development proposals; and project management for the installation, construction and maintenance of all these facilities.
- Supervise employees in the work group including hiring, assigning work, establishing performance objectives, conducting performance appraisals, and determining training needs, and directing employees regarding policies and procedures; supervise the work of consultants on a project basis.
- Supervise the facilities planning and implementation elements of Metro's service change process 3 times annually including determining passenger and facility needs for over 200 bus routes.
- Prepare, monitor and implement the work group's annual budget and participate in developing the section budget. Manage an annual budget of over \$5 million from a combination of transit operating funds, state and federal grants, and partnership formation funds.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

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(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Coordinate project planning with other sections of the Transit Division, including Engineering, Service Planning, Scheduling, Facilities Maintenance, Base Operations and others throughout the organization.
- Serve as a member of the Service Development management team; assist in shaping County, department and division-wide plans to improve public transportation services in King County.
- Work with business and property owners to resolve conflicts relating to siting of facilities.
- Coordinate projects with affected local, federal and state agencies to ensure that plans are acceptable and meet their requirements.

**QUALIFICATIONS:** A Bachelor's degree in planning, transportation, engineering, land use planning or a related field, or an equivalent combination of education and experience is required. Four years of increasingly responsible transportation planning or related work experience, including one year of lead or supervisory experience, are required. Additional qualifications include:

- Knowledge of transit service planning, transit route facilities planning, transportation planning and design principles and techniques.
- The ability to successfully supervise a diverse work group.
- Excellent oral and written communication skills, including making presentations to various public groups and responding to the media.
- Strategic thinking, problem-solving, mediation, consensus-building and negotiation skills.
- Good judgment and decision-making skills including the ability to use qualitative and quantitative analysis in decision-making.
- Knowledge of collective bargaining agreements.
- Knowledge of grievance and arbitration processes.
- Project management credentials and knowledge of project management systems and supporting applications.
- Skill in organizing, interpreting and analyzing data and other technical information, including information produced or manipulated using an automated information system.
- Experience applying for and managing grants.
- Ability to manage multiple, complex projects and their budgets.
- Computer literacy; knowledge of standard Windows based programs and ability to learn custom applications used by Transit Route Facilities.
- Engineering experience desirable.

**NECESSARY SPECIAL REQUIREMENTS:** A valid Washington State driver's license by date of hire or the ability to travel throughout the county in a timely manner.

**SELECTION PROCESS:** Applications will be screened for clarity and completeness. Competitive applicants may be invited to participate in a panel interview and a written exercise. Finalists will interview with the Manager of Service Development.

**UNION MEMBERSHIP:** This position is represented by Local 17 Transit Supervisor's Bargaining Unit.

**CLASS CODE: 2422100**